

North Carolina Cost Share Programs Review Summary
(June 2018)

County	<u>Stokes</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Tom Smith, Janice Pack</u>	Date	<u>June 25, 2018</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Lisa Fine, Rick McSwain</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	The district posts the board meeting dates in January for the entire year. The meetings are the third Wednesday at 9:00.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	The meetings are posted on the district door, website, and on the county website. Yes, it adheres to Open Meetings Law.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	Applicants usually walk in to get information. An assessment of the resource concern is done in person. Tom looks at the whole tract to see the needs. The person is given an application if a resource concern is found to be eligible for cost share. Tom goes back and does photos, ranks the application, the board reviews application and if high ranking then a contract is created.		X			
Does the district provide technical assistance without cost share funds?				X	Yes.		X			
What type of technical assistance is provided without cost share funds?				X	Tom looks at ponds, erosion in cropland, row alignments, urban streambanks.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are application motions/decisions recorded in the board minutes?				X	Yes.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice? Is your district using the self-certification for incentives form provided by the division?				X	Tom knows the farmers and the land and also looks at prior contracts. Yes, Tom used the self-certification for incentives form due to farmer farming in another county.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Tom knows the farmers. Most farm under their ss# so they are not a part of an entity and farm alone. Can use FSA if he needs to check.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	See previous answer on question about application process then the contract is developed.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Tom uses phone calls, email, letters to get this information to the farmers. I obtained a copy of a letter while conducting the review for reference. Yes, he explains that work cannot begin until division approval.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor contracts are ranked the same as everyone else is. Nothing is added or taken away for them being a supervisor.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, it is documented that supervisors abstain from voting on their own interests.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Yes, they are gone over with supervisors in detail. The district does not have the capability to project anything.		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Tom writes a letter with approval and stating that work can begin.		X			
What information do you provide the applicant?				X	A copy of the contract, job sheets, and maps are given to the cooperator.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Tom will do the layout, checks on installation and makes suggestions on construction and installation.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?		X			Tom uses CS2 to track the 1/3 date. Recommendation: the district should add a column to the spreadsheet for the 1/3 date so that it is easier to track the approaching dates. http://www.ncagr.gov/SWC/costshareprograms/documents/interim_performan	X				


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
					ce_milestones_csp_contracts.pdf					
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?		X			District has not completed a formal 6-month extension. They do it by word of mouth. Recommendation: the district should record in the minutes when it grants the 6-month extensions. After 18 months without any work being done the district should use the NC-18 form to cancel the contract. See above policy link.	X				
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	The district includes check out sheets and as built drawings. They also have 6 notes.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, Tom measures and then creates the RFP. It is documented using check out sheets, on maps, on the NC11 form.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Are payment motions/decisions recorded in the board minutes?				X	Yes.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes, Tom uses the spreadsheet, picks 5% randomly and if these aren't picked randomly they are added in.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	NRCS DC handled it when Dede was there. Haven't had any lately.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	The district sends a certified letter of non-compliance. Stokes's board requires before and after pictures.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	They are notified at the next board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, the district sends a letter. Yes, a copy is kept in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes. Refunds have been done before.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Yes, Tom prints it out to show the board different things about funds.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	Yes, Janice is bonded even though they don't handle their funds.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The county gets these funds. They get monthly reports from the county and keep track of them that way. Last audited in June 2017 by an outside CPA firm. I received a letter from the CFO stating the funds were audited and OK.		X			
Who in the office does work for Cost Share Programs?				X	Tom Smith		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	District tracks these funds, makes ledgers, compiles reports on them. Audited by the board in July 2017.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes. I received a copy for Tom.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 85-2015-002 Applicant Name: David Martin BMP: field border, critical area planting, long term no till 				X	No concerns with contract file. No concerns with BMP.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 85-2014-501 Applicant Name: Herbert Batman BMP: cisterns 				X	No concerns with contract file. No concerns with BMP.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 85-2013-501 Applicant Name: Fred Schafer BMP: critical area planting 				X	No concerns with contract file. BMP plantings changed from planned lavender to blueberries and fig trees. Erosion is controlled.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 85-2010-002 Applicant Name: Philip Wall BMP: cropland conversion to grass 				X	No concerns with contract file. No concerns with BMP.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 85-2015-801 Applicant Name: Donald Durham BMP: well 				X	No concerns with contract file. No concerns with BMP.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 85-2012-001 Applicant Name: Rickie Wood BMP: tanks, fencing, well 				X	No concerns with contract file. District is aware of need for weed control.		X			